

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT Proposed   Agency Telephone Directories (Job #9482)

81-0464

FROM:  
 Max Hugel  
 Deputy Director for Administration  
 7D18 Headquarters Building

EXTENSION

NO.

O/S 81-204

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDCI

2.

3.

4.

5. DDA Registry

6. RCD  
 1105 Ames Bldg.

7.

8.

9.

10.

11.

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13.

14.

15.

The attached proposed headquarters notice, forwarded for approval, was originated by the Office of Communications. It serves to reissue   (copy attached), which expired 1 January 1980, to publicize Agency policy on personnel listings in component telephone directories.

The former DDCI had a personal interest in the previous issuance.

The proposal has the concurrence of the Office of Security and the Office of General Counsel.

DD/A REGISTRY  
 FILE: 04M-1

ADMINISTRATIVE - INTERNAL USE ONLY

5 MAR 1981

This Notice Expires 1 October 1981

COMMUNICATIONS

## AGENCY TELEPHONE DIRECTORIES

1. The CIA telephone directory, published periodically, contains only organizational and functional sections as well as instructions on use of the telephone. For reasons of cover and security, it does not include an alphabetical listing of personnel by name. Employees are reminded that individual accountability for this directory is required and it is not to be removed from CIA buildings.

2. Black, red, and secure line telephone extensions are contained in the organizational and functional sections. Black and red line telephone extensions for individual Agency employees can be obtained from the Agency operator, extension [REDACTED]. Secure voice extensions for employees can be obtained from the Secure Voice Information Operator on extension [REDACTED] for Headquarters Building and [REDACTED] for outlying buildings.

3. As a general rule, for cover and security reasons, component telephone directories containing the names of employees are discouraged. However, where no cover or security considerations exist or are likely to arise and when publication is absolutely essential to the Agency's mission, such directories may be published with the approval of the Deputy Director of Central Intelligence.

/s/ B. R. Inman

B. R. INMAN  
Admiral, U.S. Navy  
Deputy Director of Central Intelligence

DISTRIBUTION: ALL EMPLOYEES (1-6)

RCD [REDACTED] (2 March 81)

## DISTRIBUTION:

Orig - DDCI

1 - ER

1 - DDA Subject

1 - DDA Chrono

1 - RCD Subject

1 - RCD Chrono

## ROUTING AND TRANSMITTAL SLIP

2 MAR 1981

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials Date

1. DD/IS

D/M 3/3/81

2. D/IS

3. EO/DDA

mfe 3 MAR 1981

4. ADDA

H 3-3

5. DDA

MY 3-3

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

Max:

The note on the pink sheet explains why we are sending this to the DDCI.

Recommend that you initial same.

*main*  
Marie

STAT DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org symbol, Agency/Post)

Room No.—Bldg.

1105 Ames Bldg.

Chief, Regulations Control Division

Phone No

STAT

5041-102

OPTIONAL FORM 41 (Rev. 7-76)